

~~CONFIDENTIAL~~
C-O-P-Y

24 April 1957

MEMORANDUM FOR: Chief, Transportation Division, OL

SUBJECT: Request for Special Transportation

1. It is requested that the EE Division be provided the services of an Agency car and driver for use in transporting two (2) foreign nationals and one (1) escort in and around Washington from Sunday, 12 May through Monday, 20 May inclusive.

2. A detailed schedule of the utilization of this vehicle and driver will be furnished to the Transportation Division at a later date. This schedule will be subject to minor modifications the preceding afternoon. In general, the schedule will call for pick up and drop off deliveries with only a minimum amount of waiting periods in order to insure the maximum economical use of the vehicle and driver. However, it should be pointed out that under no circumstances can we afford to slip up on any of the appointments appearing on the schedule, as a part of this utilization is to impress the visitors with efficient service on the part of this organization.

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Chief, EE/Logistics

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